



**CITY OF NORFOLK
PLANNING COMMISSION**

**DEPARTMENT OF PLANNING &
COMMUNITY DEVELOPMENT**

City of Norfolk City Hall
810 Union Street, 5th Floor, Room 508
Norfolk, VA 23510
Phone (757) 664-4752 Fax (757) 664-1569
www.norfolk.gov/planning

STREET CLOSURE APPLICATION



Application Procedures

STREET CLOSURE APPLICATION

1. A pre-application meeting is required. To arrange for an appointment, please call Jeff Ralski at 664-4766.
2. Submit completed application with all required attachments including **house plat or survey** (*see attached example), **title search** of portion of the street proposed for closure, and a check made payable to the City of Norfolk (see [fee schedule](#)). An **appraisal** may be required; this will be determined during the pre-application meeting. If an appraisal of the right-of-way is required, the appraisal must be conducted by an **MAI appraiser** (a list of credentialed appraisers will be provided to you).
3. Staff will review the application to determine its completeness and feasibility of the requested closure. Staff **will not** accept an incomplete application.
4. Once the completed application is received, staff will submit request to all Utility providers to determine if any easements are required (this will take approximately one month).
5. Upon receipt of notification of any necessary easements, street closure requests will be placed on the next possible Planning Commission agenda.
6. Applicant must contact appropriate Civic League **prior to the public hearing**. Applicant must provide staff with written documentation of the outcome of that meeting/discussion prior to the public hearing.
7. Staff will post a legal notice of the application request and photograph subject property.
8. The Planning Commission will visit the site on the 2nd Wednesday of the month (it is not necessary for the applicant to be present).
9. Applicant or representative **must** attend public hearing:
Where: City Hall Building
11th Floor, Council Chambers
Time: 2:30 p.m.
8. The Planning Commission will make a recommendation on the application at their hearing; this recommendation will be forwarded to City Council.
9. Prior to the request being forwarded to City Council, the City Attorney's office prepares the ordinance. Applicant will be required to provide the City Attorney the following:
 - Easement agreements for any existing City or utilities
 - Purchase price as determined by the City Assessor (if applicable)
 - Fee for advertising City Council public hearing (approximately \$500.00)
10. Applicant may contact staff two (2) weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes the contents of Council's agenda).
11. The street closure request will appear on Council's agenda twice—the 1st time Council will vote on a hearing date, and the 2nd time will be the hearing.

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT ZONING SERVICES

City of Norfolk City Hall, 5th Floor, Room 508
(757) 664-4752 / (757) 664-1569 (FAX)
www.norfolk.gov/planning



Application for City Planning Commission Public Hearing

STREET CLOSURE

Street Closure Fee.....Treasurer, City of Norfolk \$105

Date of application: _____

Name of Applicant or Adjacent Property Owner:

(Last) _____ (MI) _____ (First) _____

Mailing address (Street/P.O. Box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone () _____ Fax () _____ Email _____

Email address of applicant: _____

Name of Representative (if different from Applicant):

(Last) _____ (MI) _____ (First) _____

Mailing address (Street/P.O. Box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone () _____ Fax () _____ Email _____

Description of Property (List street name and location of closure request):

(Street Name) _____

(Location of closure request) _____

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(Revised July, 2013)

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(Land Area in acres or square feet) _____

Property Owner:	_____ / _____
Print Name	Signature
Address:	
Property Owner:	_____ / _____
Print Name	Signature
Address:	
Property Owner:	_____ / _____
Print Name	Signature
Address:	
Property Owner:	_____ / _____
Print Name	Signature
Address:	
Property Owner:	_____ / _____
Print Name	Signature
Address:	

Civic League contact: _____

Date(s) contacted: _____

Ward/Super Ward information: _____

- ✓ Check for \$105.00 made payable to: Treasurer, City of Norfolk.
- ✓ Two 8½ x14 inch copies of house plat or survey showing portion of right of way requested to be closed.
- ✓ Title Search of right-of-way to be closed.
- ✓ Appraisal of right-of-way to be closed, *conducted by MAI appraiser*, if necessary.

(Revised July, 2013)

CERTIFICATION:

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

SIGNED:

_____/_____/_____
(Applicant, adjacent property owner or authorized agent signature) (Date)

SIGNED:

_____/_____/_____
(Representative signature, as applicable) (Date)

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